

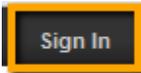
## Accessing Section

In order to edit your section, you must first be assigned Section Editor privileges. This is done by the Director of your Site, Subsite, or Channel.

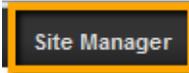
To open **Site Manager** and access your Section(s):

1. Sign in to your site.

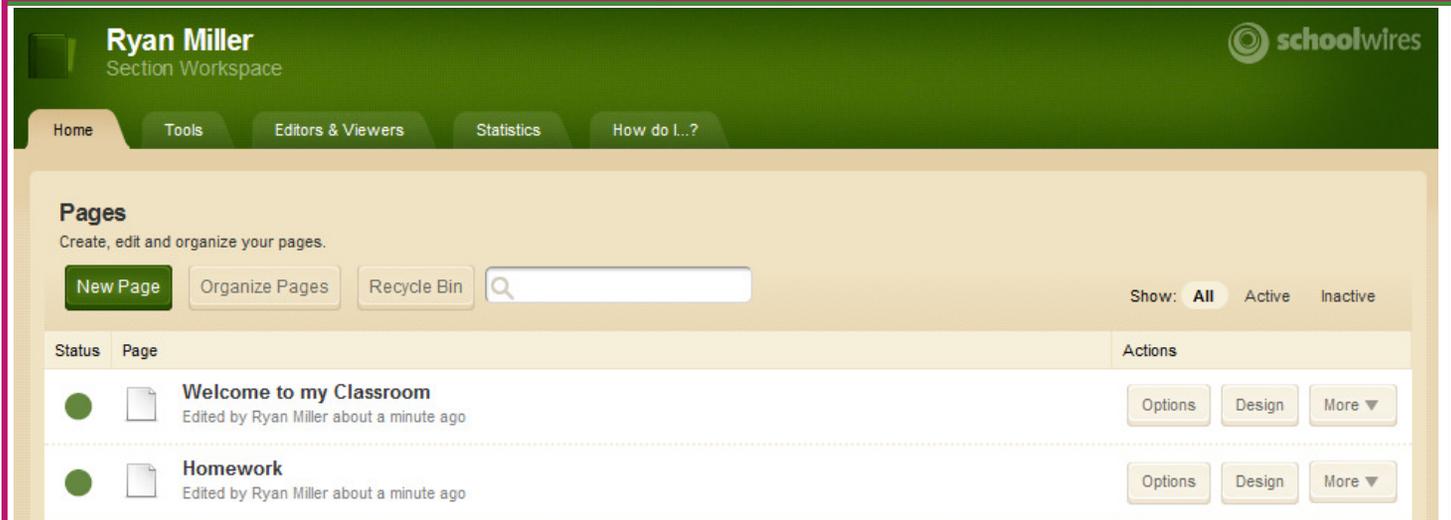
2. Click the **Site Manager** button. *Site Manager* will open in a new window.



3. You may access the Section Workspace for any section you have an editorial privilege from the Content Browser.



## Section Workspace Layout - Home Tab

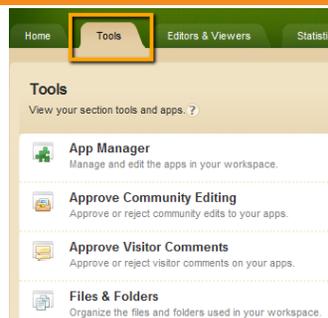


- Create a new page by clicking on the **New Page** button then choose from available Page Types.
- Change status of a page (Active/Inactive) by clicking the **Green dot** in front of the page name.
- Edit an existing page by hovering cursor over page name then choosing an App on page to edit.
- Modify page options by clicking the page **Options** button.
- Modify the page layout and add Apps by clicking the page **Design** button.
- Copy, Move, or Delete a page; control page viewers and see page URL by clicking the page **More** button.
- Organize pages - sort and create hierarchy - by clicking on the **Organize Pages** button.
- Restore or permanently delete pages using the **Recycle Bin** button.

## Tools Tab

Clicking the **Tools** tab, gives you access to:

- **App Manager** for Section Apps
- Section Tools such as **Forms & Surveys**
- **Files & Folders** for Section
- **Reports** such as E-Alert Subscriptions



## Statistics / How do I...? Tabs

- Clicking the **Statistics** tab, gives you the ability to view the total number of visits to your section during a date range you specify.
- Clicking the **How do I...?** tab, gives you access to Help Articles, Interactive Video Tutorials and Additional Resources.



## Editors and Viewers Tab



**Section Editors** are users or groups of users that have the privilege to modify the contents of a Section. To add Section Editors:

1. From the **Section Editor** Tab, click **Assign User** or **Assign Group** button.
2. Enter all or part of a user or group name in the **Search** box.
3. Click **Select** button to move user to **Selected** column.
4. When done making selections, click the **Add** button.

**Viewers** are users or groups of users that have the rights to view a Section. By default, all visitors have unrestricted viewing rights. To limit viewing rights:

1. From the **Viewers** Tab, click **Assign User** or **Assign Group** button.
2. Enter all or part of a user or group name in the **Search** box.
3. Click **Select** button to move user to **Selected** column.
4. When done making selections, click the **Add** button.

## Working with Page Layouts, Columns and Apps

Pages in your Section consist of a Page Layout with Columns and Apps.

### Page Layout

A Page Layout contains one or more Columns. Page Layouts include one, two, or three columns as well as left or right sidebar plus content.

### Columns

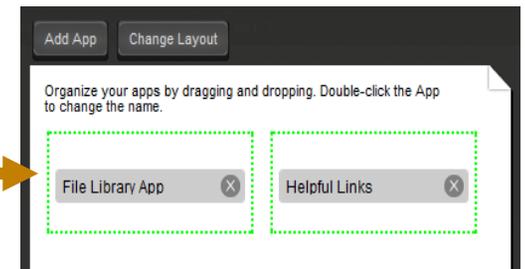
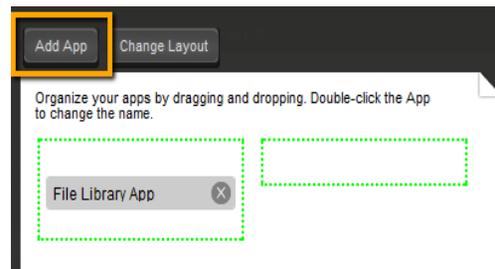
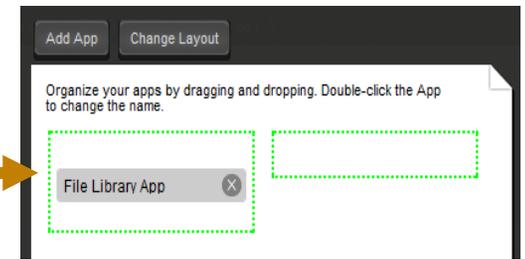
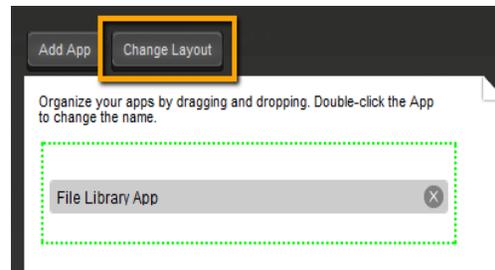
Columns are the areas of a Page Layout where Apps are placed. You can have one or more Apps per Column.

### Apps

Apps are the content building blocks of any **Schoolwires®** page. A **Schoolwires®** page may include one or more Apps. You can edit Apps as well as share them with other Users. Apps include (but are not limited to) Flex Editor App, Calendar App, Photo Gallery App, Article Library App, Link Library App, File Library App as well as Apps for Announcements and Site Shortcuts.



- You can change the Page Layout or add Apps using the **Design** button next to each page.
- Click and drag Apps into desired locations.



### Advanced Settings

- App Options
- App Sharing

**Advanced Settings** found when editing an App allow you to:

- Rename an App
- Modify App Social Settings
- Share your Apps with others.